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## REQUEST FOR PROPOSALS #COMM2022-1 GRAPHICS DESIGN SERVICES

**Release Date:** January 31, 2022

**Proposal Due Date:** **March 2, 2022, 4:00 P.M. PST**  
Los Angeles Fire and Police Pensions  
Communications and Education Section  
701 East Third Street, 2<sup>nd</sup> Floor  
Los Angeles, CA 90013

**RFP Administrator:** **Elizabeth Trevizo,**  
Communications and Education Section  
Email: [Elizabeth.Trevizo@lafpp.com](mailto:Elizabeth.Trevizo@lafpp.com)  
Phone: (213) 279-3155  
Fax: (213) 628-7716

**All questions must be  
emailed to the RFP  
Administrator no later than:** **February 7, 2022, 4:00 P.M. PST**  
Any questions concerning the RFP and all answers will be  
posted on the RFP page of the LAFPP website:  
[www.lafpp.com/requests-proposals](http://www.lafpp.com/requests-proposals).

**Official RFP Notices/Addendums** To ensure that no firm is provided advantage over another, all requirements are specified in this RFP. Any changes to the requirements will be posted as an addendum to the RFP on the LAFPP website: [www.lafpp.com/requests-proposals](http://www.lafpp.com/requests-proposals) and the City of Los Angeles' bid opportunities website, [www.labavn.org](http://www.labavn.org). Proposers are solely responsible for monitoring the website and adhering to RFP notices/addendums.

**Prohibited Communications** From the RFP release date until a contract date for these services is fully executed, firms are prohibited from communicating with the members of the Board of Fire and Police Pension Commissioners or staff, other than the RFP Administrator, concerning this RFP or the resulting contract. Any communications could be considered attempts to lobby or market services, and is therefore prohibited by LAFPP's Marketing Cessation Policy. Firms will be disqualified from contract consideration if the prohibition is not honored.



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# 1 Introduction

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## 1.1 Purpose

The Los Angeles Fire and Police Pension System (“LAFPP” or “System” or “Plan” or “Fund”) is requesting proposals from graphics design firms demonstrating their experience in creative design and layout services. LAFPP intends to award a three-year contract to the firm which best meets our design needs.

## 1.2 LAFPP Background

LAFPP is one of three pension systems in the City of Los Angeles and administers the pension fund of all sworn employees of the City. It has been in existence since 1899. As of September 30, 2021, there are 12,699 active members and 13,647 retired members and beneficiaries. The assets of the Fund are currently valued at approximately \$32.1 billion (as of December 14, 2021). The Fund is governed by the Board of Fire and Police Pension Commissioners (Board). This body is made up of nine members – five appointed by the Mayor and four elected by the active and retired Fire and Police sworn members.

Currently, LAFPP produces different types of communication materials for its membership such as brochures, newsletters, benefits handbooks, forms and financial reports. LAFPP has a current brand and guidelines in place that have been incorporated into web and print communications.

## 1.3 Minimum Requirements – Scope of Services

1.3.1 Firms must demonstrate a minimum of five years in the business of providing graphics design services.

1.3.2 The selected firm will function as the System’s Graphics Designer, providing various services associated with graphics design, including the following:

- Design and Layout
- Concepts and Drafts
- Copy Editing
- Pre-Press/Pre-flight
- Photography/Photos
- Project Management

1.3.3 The selected firm may be responsible for the design and layout of various outreach materials including, but not limited to:

- Annual Reports
- Benefit Guides
- Brochures
- Flyers
- Forms
- Newsletters
- Postcards
- Posters/Signage
- PowerPoint Templates
- New Brand Design



Links to examples of some of our communication materials are provided in Appendix 6.5 of this RFP.

- 1.3.4 The selected firm must be able to fully communicate and display projects electronically for LAFPP review. The firm must supply LAFPP with digital copies of all completed projects for print production and or electronic distribution (for example, a final PDF version of a brochure).
- 1.3.5 Each project must be handled individually in an agreed upon manner via an initial creative brief or estimate that defines the scope of services, the associated costs and project parameters. Upon agreement by both parties, a Notice to Proceed will be signed as the final agreement for each specific project.
- 1.3.6 The selected firm will be required, in each project design, to adhere to LAFPP's current brand guidelines, (e.g., appropriate use of logo and colors), but may expand the use of the brand, while maintaining its integrity.
- 1.3.7 All material becomes the property of LAFPP.
- 1.3.8 Consultant shall meet and communicate with LAFPP staff as necessary and upon request, via conference call, video conferencing, email, etc.

## **2 General Submittal Requirements**

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### **2.1 Contract Period**

The term of this Contract shall be for a period of three (3) years, contingent upon the final signatures and approval by the LAFPP General Manager, City Attorney, Board of Fire and Police Pension Commissioners and the authorized Contractor.

### **2.2 Proposal Submittal Requirements**

**All proposals must be received by LAFPP no later than 4:00 P.M. Pacific Standard Time (PST) on Wednesday, March 2, 2022. All proposals must be submitted in portable document format (PDF) via email to:**

Elizabeth Trevizo, RFP Administrator  
[Elizabeth.Trevizo@lafpp.com](mailto:Elizabeth.Trevizo@lafpp.com)

The complete proposal shall be emailed with the following subject line:

**RFP #COMM2022-1 - GRAPHICS DESIGN SERVICES**

The RFP response and all requested documents – forms, appendices, specifications, drawings, schematic diagrams and any technical and/or illustrative literature – and copies, must arrive by the stated deadline to the specific email address indicated above in order to be considered. LAFPP may deem a proposal



nonresponsive if the Proposer fails to provide all required documentation and copies. No proposal will be accepted by LAFPP after the deadline.

**Submission of proposals in a manner other than as described in these instructions will not be accepted.**

### **2.3 Content of Proposal**

Proposals shall be based only on the material contained in the RFP, amendments, addenda and other materials published by LAFPP relating to this RFP. Proposals submitted in response to this RFP must provide the requested information in the format specified in Section 3. Adherence to this format will help to ensure a fair and objective analysis of submitted proposals. The requested information is organized into individual sections, which should correspond to individual sections in the submitted proposals. Proposals must respond to each topic in the order presented, and responses should be numbered as stated in Section 3. LAFPP reserves the right to declare as nonresponsive and reject any proposals in which information is requested and is not furnished or when a direct or complete answer is not provided.

Note that responses to questions MUST be specifically answered within the context of the submitted proposal. The LAFPP Evaluation Committee will NOT refer to a designated Web site, brochure or other location for the requested information. Responses that utilize references to external materials as an answer will be considered nonresponsive.

Proposals failing to comply with the above requirements may be declared nonresponsive and eliminated from further consideration.

### **2.4 Proposer Questions & Restricted Contact with LAFPP Personnel**

Questions regarding the RFP **must be submitted to:** [Elizabeth.Trevizo@lafpp.com](mailto:Elizabeth.Trevizo@lafpp.com), **no later than Monday, February 7, 2022, 4:00 P.M. PST.** Questions will not be accepted via telephone. Answers to questions from all Proposers will be posted on the City's website, [www.labavn.org](http://www.labavn.org) and LAFPP's website, [www.lafpp.com](http://www.lafpp.com) on or about Wednesday, February 23, 2022.

### **2.5 Board Review**

It is anticipated that an evaluation of responses, cost information and a contract award recommendation will be presented to the Board of Fire and Police Pension Commissioners for possible action in May 2022.



## 2.6 Tentative Schedule

This schedule indicates estimated dates for the RFP process. LAFPP reserves the right to adjust this schedule when appropriate.

<b>Date</b>	<b>Event</b>
01/31/2022	Release RFP to Potential Proposers
02/07/2022	4:00 P.M. PST – Deadline to Submit Questions
02/23/2022	LAFPP Posts Questions & Answers on the website
<b>03/02/2022</b>	<b>RFP Responses Due – must be received by 4:00 P.M. PST</b>
03/04/2022	Evaluation Period Begins
05/2022	Staff Recommendation to Board for Contract Award

## 3 Detailed Submittal Requirements

### Proposal Format

Proposers shall prepare their proposals in accordance with the instructions outlined in this section. Proposals should be prepared as simply as possible and provide a straightforward, concise description of the Proposer's capabilities to satisfy the requirements of the RFP. The proposal should be organized into the following major sections:

<b><u>PROPOSAL SECTION</u></b>	<b><u>TITLE</u></b>
1.0	Cover Letter
2.0	Table of Contents
3.0	Proposal Questionnaire
4.0	Fee Structure
5.0	Required Documents/Forms

Instructions relative to each part of the response to this RFP are defined in the remainder of this section. Response information should be limited to pertinent information only.

All proposals must be submitted via email and Proposers shall complete and return all applicable documents including forms, appendices, drawings, schematic diagrams and any technical and/or illustrative literature by the specified response



due date. LAFPP may deem a Proposer nonresponsive for failure to provide all required documentation by the deadline.

Number of Copies – Each Proposer shall submit one (1) copy in PDF format via email to Elizabeth.Trevizo@lafpp.com. Proposals must include the RFP title and the Proposer’s (company) name.

Proposers shall not use, copy or replicate, in any form, the City of Los Angeles seal or LAFPP logo.

**Proposal Section 1.0: Cover Letter**

The cover letter must include the legal business name, address, telephone number and business status (individual, limited liability partnership, corporation, etc.) of the Proposer.

The cover letter must also include the person(s) authorized to represent the Proposer in negotiations with LAFPP with respect to the RFP and any subsequently awarded contract. Provide the representative’s name, title, address, telephone number, email address and any limitation of authority for the person named.

Important Exceptions to Contract Documents – The Proposer shall clearly state in the cover letter any exceptions to, or deviations from, the minimum proposal requirements, and any exceptions to the terms and conditions of this RFP. Such exceptions or deviations will be considered in evaluating the proposals. Proposers are cautioned that exceptions taken to this RFP may cause their proposal to be rejected.

Conflict of Interest – The Proposer shall disclose in the cover letter any existing or potential conflict of interest relative to the performance of services required by any contract resulting from this RFP.

The cover letter shall have the following statement: “This proposal is genuine, and not sham or collusive, nor made in the interest or on behalf of any person not named therein; the Proposer has not directly or indirectly induced or solicited any other Proposer to put in a sham bid, or any other person, firm or corporation to refrain from submitting a proposal, and the Proposer has not in any manner sought by collusion to secure for themselves an advantage over any other Proposer.”

The cover letter is to be signed by a person(s) authorized to bind the Proposer to all provisions of this RFP, to any subsequent changes and to the contract if an award is made. (If the Proposer is a partnership, the proposal must be signed by a general partner in the name of the partnership. If the Proposer is a corporation, the proposal must be signed on behalf of the corporation by two authorized officers (a Chairman of the Board, President or Vice-President, and a Secretary, Treasurer



or Chief Financial Officer), or an officer authorized by the Board of Directors to execute such documents on behalf of the corporation.)

### **Proposal Section 2.0: Table of Contents**

Each proposal must include a Table of Contents listing the sections included in the proposal.

### **Proposal Section 3.0: Proposal Questionnaire**

Please provide a thorough answer immediately following each question. If attachments are provided in response to a question, indicate in the answer the specific tab and/or pages which respond to the question.

#### **Questions About Your Firm**

- Provide a brief introduction of your firm's history, years in business, products and services offered, the firm's primary business activity and clients served. Identify affiliated companies of the firm, if any.
- Identify the location of your headquarters and subsidiaries, if any.
- Indicate the number of personnel (full-time, part-time, independent contractor and seasonal) at each firm location.
- Indicate the number of years providing graphics design services.
- Briefly describe any project approaches or ideas that you feel will separate you from other bidders.
- Identify the licenses, credentials/designations, affiliations, special knowledge, qualifications, expertise or awards held by your firm and its key managers. Briefly describe how this translates to the service to be provided to LAFPP.
- Provide an organization chart detailing the roles and responsibilities of the staff. Has any staff person been involved in litigation relating to services provided by the company? If so, please provide a brief explanation and indicate the current status.

#### **Questions About Your Proposal**

- Describe your basic design process/steps for producing a communication, e.g., a newsletter or handbook for a client. Please include the approximate time it would take to complete each step.
- Describe your approach to best meet a client's needs on a less than preferred or limited design budget.
- If we choose not to change the LAFPP logo/brand at this time, briefly describe how you would design around and/or enhance the existing logo/brand.



- We use photos of our actual members, facilities, uniforms/badges, equipment, etc. LAFPP may want to update its library of photos for use in web and print communications. Please describe the services you offer in this area.
- Indicate the number of clients you will be working with concurrent to this proposed contract.
- References – Provide a list of clients, **minimum of three (3)**, in the last five years that you would like LAFPP to consider as part of the proposal. Information provided for each client shall include the following:
  - Client name, address, email and current telephone number
  - Description of services provided
  - Contract or project dates
  - Contract or project amount
- Consistent with the Mayor’s Executive Directive No. 14 – Business Inclusion Program, LAFPP strongly encourages all Proposers to make an effort to include businesses that are certified Minority Business Enterprise (MBE), Women Business Enterprise (WBE), Other Business Enterprise (OBE), Small Business Enterprise (SBE), Emerging Business Enterprise (EBE) and Disabled Veteran-Business Enterprise (DVBE). If you are awarded the contract and plan to sub-contract any work, please provide a list of all sub-contractors you anticipate utilizing and the service they will provide.
- Samples – Provide **one (1) set** of digital samples of publications, e.g., newsletters, annual reports, brochures, handbooks, forms, etc., that your firm has created for comparable clients, especially government-related, in the last three years. Digital samples must be in easily accessible file types, e.g., .PDF, .GIF, .JPEG, etc.

**Failure to include samples will deem your proposal as nonresponsive.**

**Proposal Section 4.0: Fee Structure**

Provide fee schedules for the following. Each document must be prepared in web-ready and print-ready format. Please indicate any warranties, guarantees and discounts you offer.

AVERAGE COST FOR COMMUNICATIONS Fee to design each communication listed below.	FEE PROPOSED		
	YEAR 1	YEAR 2	YEAR 3
Annual Report (200 pages)			
Handbook (20 pages)			
Bulletin (2 – 4 pages)			
Newsletter (1) 8 pages			
Newsletter (2) 20 pages			
Pamphlet (8 pages)			



<b>HOURLY RATES PER TASK OR PROFESSIONAL CLASSIFICATION</b> Identify hourly rate for various tasks in the design process (e.g., design concept, project management, etc.), and/or hourly rate per professional classification.	FEE PROPOSED		
	YEAR 1	YEAR 2	YEAR 3

<b>COST FOR MISCELLANEOUS SERVICES</b> Identify the cost for incidental fees that are commonly charged in your industry (e.g., courier services, meetings/conference calls, licensing or maintenance fees, etc.).	FEE PROPOSED		
	YEAR 1	YEAR 2	YEAR 3

**Proposal Section 5.0: Required Documents/Forms**

Please provide the following required documents/forms contained in the Appendix, Section 6 of this RFP:

- **Appendix 6.3:** Bidder CEC Form 50

Failure to submit these documents will deem your proposal as nonresponsive.

**4 Evaluation of Responses**

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**4.1 Evaluation Process**

The selected Proposer must successfully pass all the following levels of review:

**Level I: Review of Qualifications, Experience & References**

The proposal must demonstrate that the Proposer meets the minimum qualifications (see Section 1.3); has a positive record as a responsible contractor; and has the resources and experience to perform the required services.



### **Level II: Administrative Responsiveness**

The proposal must demonstrate its responsiveness to the administrative requirements outlined in the RFP, e.g., adhering to the submittal requirements detailed in Section 3.

### **Level III: Proposed Services & Fees**

Each firm's proposed plan of services and fees for providing the required services (Section 3) are evaluated and ranked by the evaluation panel.

### **Level IV: Final Approval by the Board**

The Proposer(s) that demonstrates to be the most qualified to provide the required services at the best overall value to LAFPP, as determined by the evaluation panel, will be recommended for contract award to the Board of Fire and Police Pension Commissioners (Board). The Board at its sole discretion makes the final award determination, if any.

## **4.2 Evaluation Criteria**

LAFPP will select a graphics designer based on the following criteria:

- Qualifications and experience of the firm
- Demonstrated creativity and understanding and ability to address LAFPP's unique needs
- Reasonableness of costs and value
- Positive contracting history

LAFPP shall reserve the right to use such other criteria as may be deemed appropriate in evaluating proposals, even if such criteria are not mentioned in the RFP. Each proposal submission will be reviewed, evaluated and assigned a score based on the criteria outlined above. Finalists may be emailed follow-up questions. The highest scoring Proposers may be invited by LAFPP to participate in video conference or telephonic interviews, if necessary.

## **5 General Terms & Conditions**

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### **5.1 General Conditions**

Submission of a response to this RFP shall constitute acknowledgment and acceptance of the standard terms and conditions set forth herein.

### **5.2 Valid Period of RFP**

All proposals shall be firm and final offers, and may not be withdrawn for a period



of one hundred twenty (120) days following the announced deadline for the submission of proposals under this RFP. A response to this RFP is an offer to contract with LAFPP based upon the terms, conditions, service level agreement and specifications contained in the proposal submitted.

### **5.3 Proposal Submission**

All proposals should be submitted by the deadline specified in the RFP. Late responses will not be considered. Proposals should contain accurate and complete information as required in this RFP. The Proposer is liable for all errors or omissions incurred by the Proposer in preparing the proposal. The Proposer will not be allowed to alter the proposal documents after the due date of submission. Unclear, incomplete, and/or inaccurate documentation may cause a response to be removed from further consideration. Unnecessary or lengthy responses beyond those needed to sufficiently respond to all of the RFP requirements should be omitted.

### **5.4 Proposer Assumes RFP Costs**

LAFPP shall not be liable for any expenses incurred by any Proposer prior to issuing any contract that may result from this RFP.

### **5.5 Proposer's Right to Withdraw Proposal**

The Proposer may withdraw its submitted proposal in writing at any time prior to the specified due date and time. A written request, signed by an authorized representative of the company, must be submitted via email to Elizabeth Trevizo, RFP Administrator: [Elizabeth.Trevizo@lafpp.com](mailto:Elizabeth.Trevizo@lafpp.com)

After withdrawing a previously submitted proposal, the Proposer may submit another proposal at any time, up to the specified due date and time.

### **5.6 Prohibited Use of City Seal or LAFPP Logo & Alteration of RFP**

The Proposer is prohibited from using, copying or replicating in any form the City seal or LAFPP logo. In addition, the Proposer shall not change any wording in the RFP or associated documents.

### **5.7 Amendments to RFP**

LAFPP retains the right to amend this RFP and will make reasonable attempts to notify prospective Proposers of any changes. However, it is the Proposer's responsibility to monitor the RFP page on the LAFPP website at [www.lafpp.com/requests-proposals](http://www.lafpp.com/requests-proposals) for any changes pertaining to this RFP.

LAFPP will not be liable for the Proposer's failure to receive such notice and any consequential non-responsiveness or non-compliance. LAFPP reserves the right to extend the deadline for submission. Proposers will have the right to revise their



response in the event the deadline is extended.

#### **5.8 LAFPP's Right to Reject Proposals & Withdraw RFP**

LAFPP reserves the right to withdraw this RFP or reject any or all proposals at any time without prior notice; to waive any minor informality in proposals received; to reject any unapproved alternate proposal(s); and reserves the right to reject the proposal of any Contractor who has previously failed to perform competently in any prior business relationship with LAFPP. The withdrawal of this RFP or rejection of any or all proposals shall not render LAFPP liable for costs or damages.

#### **5.9 Confidential Information / Public Records Act**

All responses to the RFP will be kept confidential until such time as recommendation for award of a contract has been announced. Thereafter, proposals are subject to public inspection and disclosure under the California Public Records Act. Proposers must clearly and conspicuously identify all copyrighted material, trade secrets or other proprietary information that the Proposer claims are exempt from the California Public Records Act (CPRA) – California Government Code Section 6250 et seq.

In the event a Proposer claims that any of its documents are exempt from inspection under the CPRA, the Proposer is required to state in the proposal the following: "The Contractor will indemnify the City and its officers, employees and agents, and hold them harmless from any claim or liability and defend any action brought against them for their refusal to disclose copyrighted material, trade secrets or other proprietary information to any person making a request therefor."

Failure to include such a statement shall constitute a waiver of a Proposer's right to exemption from this disclosure.

#### **5.10 Ownership of Documents**

All reports, tables, charts and other contract documents prepared under this RFP by the Proposer shall be and remain the property of LAFPP upon LAFPP compensation of the Contractor for its services as herein provided. Contractor shall not release to others information furnished by LAFPP or any other City agency, Commission or Board without prior written approval from LAFPP.

#### **5.11 Award of Contract**

Firms awarded a contract pursuant to this RFP will be required to enter into a written contract with the Board of Fire and Police Pension Commissioners of the City of Los Angeles, approved as to form by the City Attorney. This RFP and the proposal, or any part thereof, may be incorporated into and made a part of the final contract. LAFPP reserves the right to negotiate the terms and conditions of any contract resulting from this RFP.



### **5.12 Independent Contractor**

The selected Contractor shall, at all times during the term of any contract resulting from this RFP, retain its status as an independent contractor. The Contractor's employees shall under no circumstances be considered or held to be employees or agents of either LAFPP or the City of Los Angeles.

### **5.13 Nondiscrimination, Equal Employment Practices & Affirmative Action Program (Non-Construction and Construction)**

Bidders/Proposers are advised that any contract awarded pursuant to this procurement process shall be subject to the applicable provisions of the Los Angeles Administrative Code Section 10.8.2., Non-discrimination Clause.

All contracts (both construction and non-construction) for which the consideration is \$1,000 or more shall comply with the provisions of Los Angeles Administrative Code Sections 10.8.3., Equal Employment Practices Provisions, the Contractor shall agree to adhere to the provisions in the Equal Employment Practices Provisions for the duration of the contract.

All contracts (both construction and non-construction) for which the consideration is \$25,000 or more shall comply with the provisions of Los Angeles Administrative Code Sections 10.8.4., Affirmative Action Program Provisions. By affixing its signature on a contract that is subject to the Affirmative Action Program Provisions, the Contractor shall agree to adhere to the provisions in the Affirmative Action Program Provisions for the duration of the contract.

Furthermore, contractors shall include similar provisions in all subcontracts awarded for work to be performed under the contract with the City and shall impose the same obligations. The contract with the subcontractor that contends similar language shall be made available to the Office of Contract Compliance upon request.

Bidders/Proposers seeking additional information regarding the requirements of the City's Non-Discrimination Clause, Equal Employment Practices and Affirmative Action Program may visit the Bureau of Contract Administration's web site at <https://bca.lacity.org/>.

### **5.14 Statement of Non-Collusion**

With each response, a statement shall be submitted and signed by the respondent under penalty of perjury that:

- The response is genuine, not a sham or collusive;
- The response is not made in the interest or on behalf of any person not named therein;



- The respondent has not directly or indirectly induced or solicited any person to submit a false or sham response or to refrain from responding; and
- The respondent has not in any manner sought by collusion to secure an advantage over any other respondent.

#### **5.15 Bidder Certification City Ethics Commission (CEC) Form 50**

Proposers (bidders) are subject to Los Angeles Charter Section 470(c)(12) and related ordinances. As a result, Proposers seeking to contract with the City of Los Angeles for goods or services contracts of a value of more than \$25,000 and a term of at least three months acknowledge and agree to comply with the disclosure requirements and prohibitions established in the Los Angeles Municipal Lobbying Ordinance if they qualify as a lobbying entity under Los Angeles Municipal Code Section 48.02.

Proposers must submit the *Bidder CEC Form 50* (Appendix 6.3) with their proposal. Proposals submitted without a completed form shall be deemed nonresponsive.

Contractors who fail to comply with City law may be subject to penalties, termination of contract and debarment. Additional information regarding these restrictions and requirements may be obtained from the City Ethics Commission at (213) 978-1960, or <http://ethics.lacity.org/>.

#### **5.16 Business Inclusion Program**

It is the policy of the City under the Business Inclusion Program (Mayor's Executive Directive No. 14) to help ensure that all businesses, including certified Minority Business Enterprise (MBE), Women Business Enterprise (WBE), Other Business Enterprise (OBE), Small Business Enterprise (SBE), Emerging Business Enterprise (EBE) and Disabled Veterans-Business Enterprise (DVBE), have an equal opportunity to do business with the City. LAFPP strongly encourages all Proposers to make an effort to include members of these groups in any sub-contracting work to be performed if awarded the contract. More information on the Business Inclusion Program can be found at: <https://bca.lacity.org/BIS%20Program%20and%20Local%20Business%20Preference>.

#### **5.17 Conflict of Interest**

LAFPP requires that all contractors disclose any existing or potential conflict of interest relative to the performance of services required by any contract resulting from this RFP. Any relationship that may be perceived or represented as an actual or potential conflict of interest must be disclosed. Failure to disclose shall result in immediate termination of any contract resulting from this RFP.



### **5.18 Contractor Disclosure Policy**

Any Proposer awarded a contract pursuant to this RFP must comply with the *LAFPP Contractor Disclosure Policy*, provided in Appendix 6.4. Failure to comply shall result in termination of any contract resulting from this RFP.

### **5.19 Standard Provisions**

Proposers must comply with the Standard Provisions for City Contracts (Rev. 10/21 v.4), attached hereto as Appendix 6.1. The following provisions are not applicable:

- PSC-31, Contractor Responsibility Ordinance
- PSC-32, Business Inclusion Program (Replaced by section 5.16 of this RFP)
- PSC-33, Slavery Disclosure Ordinance
- PSC-34, First Source Hiring Ordinance
- PSC-35, Local Business Preference Ordinance
- PSC-36, Iran Contracting Act
- PSC-41, Compliance with California Public Resources Code Section 5164

### **5.20 Bonding, Insurance & Indemnification**

If awarded a contract, the respondent will furnish the City evidence of insurance coverage with minimum limits, as set forth in the Insurance Schedule of the Contract – sample insurance requirements and minimum limits are provided in Appendix 6.2. Proof of insurance must be submitted in accordance with requirements of the Office of the City Administrative Officer, Risk Management Division upon contract execution. Information on compliance with City Insurance and Bond requirements is appended to this RFP in Exhibit 1 of Appendix 6.1 and is also available on the City Risk Manager’s Web site, <http://cao.lacity.org/risk/>.

The Contractor must maintain the required insurance coverage for the duration of any contract resulting from this RFP.

The Contractor must certify that it is aware of and will comply with California Labor Code Sec. 3700 requiring every employer to be insured against liability for Workers’ Compensation or to undertake self-insurance before commencing any services under the terms of any contract resulting from this RFP.

The Contractor will be required to indemnify the City in accordance with the provisions set forth in PSC-20 and PSC-21 of the *Standard Provisions for City Contracts (Rev. 10/21) [v.4]*, provided in Appendix 6.1.

### **5.21 Tax Registration Certificate (TRC)**

The Contractor understands that the activity described herein constitutes doing



business in the City of Los Angeles and it therefore understands that it must register for and pay a business tax pursuant to Section 21.03 of the Los Angeles Municipal Code. The Contractor shall obtain and maintain a current Tax Registration Certificate Number (TRC #) and all such certificates required of it and shall not allow any such certificate(s) to be revoked or suspended while any contract is in effect. The Office of Finance administers this program. They are located at City Hall, 200 North Spring Street, Room 101, Los Angeles, CA 90012. Their phone number is (844) 663-4411. Forms and instructions can be accessed via the Internet at <http://finance.lacity.org/>.

## **6 Appendix**

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- 6.1 Standard Provisions for City Contracts (Rev. 10/21) [v.4]**
- 6.2 Sample Required Insurance & Minimum Limits**
- 6.3 Bidder CEC Form 50**
- 6.4 LAFPP Contractor Disclosure Policy (8/5/21)**
- 6.5 LAFPP Communications**

Click the following links to view samples of our communications:

- Active and Retired Member Newsletters and Forms  
<https://www.lafpp.com/forms-publications>
- Annual Reports  
<https://www.lafpp.com/about/financial-reports>
- Summary Plan Descriptions  
<https://www.lafpp.com/summary-plan-descriptions>
- Survivor Benefits Handbook  
<https://www.lafpp.com/guides-and-handbooks>